

COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

NURSE ASSISTANT - CERTIFIED

Class No. 004615

■ CLASSIFICATION PURPOSE

Under immediate supervision, to assist patients with daily activities; to assist nurses with simple clerical and nursing related tasks; to perform paraprofessional nursing support duties in the care and treatment of patients; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned to the Health and Human Services Agency. Incumbents work under the supervision of registered nurses (RN's) or licensed vocational nurses (LVN's) to assist with patient care including bathing and feeding, maintaining supplies in a clean and orderly manner, and guiding patients through daily routines. Nurse Assistant - Certified differs from the next higher class, Licensed Vocational Nurse, in that the latter is a paraprofessional nurse class with knowledge of medical, hospital and surgical terminology and procedures, and is authorized to dispense and administer medications and provide limited treatments under the direction of an RN.

■ FUNCTIONS

The examples of essential functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

- 1. Assists patients with activities of daily living, such as bathing, dressing, shaving, eating, ambulating, and safeguarding personal property.
- 2. Assists and lifts patients into and out of beds, into wheelchairs, and onto and off of the toilet.
- Maintains cleanliness of patient-care areas, including bedroom, dayroom furniture, and service areas such as nurses stations and utility rooms.
- 4. Provides escort for patients going to court, clinics, and therapy sessions.
- 5. Assists professional staff with patient examinations, special procedures, and therapy.
- 6. Assists with handling confused, agitated, disturbed or combative patients.
- 7. Observes patient behavior and reports same to professional staff.
- 8. Records observations and documents the patient's condition and progress in the patient's medical record.
- 9. Assists other staff in setting up and directing recreational activities for patients.
- 10. May attend team meetings with professional nursing staff and provide input.
- 11. May perform nursing clerical duties at nursing station.
- 12. May assist clinic staff with clinic activities.
- 13. Provides responsive, high quality service to County employees, patients, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic patient care.
- Health care institutional routine.
- Medical terms and procedures.
- Telephone, office, and online etiquette.
- County Customer service objectives and strategies.

Skills and Abilities to:

- Follow written and oral instructions in a medical setting.
- Perform manual labor, which requires constant lifting, pushing, stooping and bending in the performance of patient care.
- Prepare written records and complete logs.
- Record observations on patients and document patient's condition and progress in medical records.
- Establish and maintain good working relations with those contacted in the course of work.
- Assess the patient's or customers' immediate needs and ensure receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Communicate effectively with residents, public, and county employees

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent sitting, walking, standing, repetitive use of hands, simple grasping, fine hand manipulation, pushing and pulling of hand, reaching above and below shoulder level. Occasional neck and waist bending and twisting, climbing, and power hand grasping. Must be able to lift and carry up to 11 lbs., and occasionally 70 lbs.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

- 1. Successful completion of a Nurses Aide Training program taken through an accredited school or a hospital.
- SPECIAL LICENSES, CERTIFICATES, NOTES, OR REQUIREMENTS

Certificate

Possession of a California Nurses Assistant Certificate. Current healthcare provider CPR card due at time of appointment

Working Conditions

May be subjected to patients with communicable diseases and persons that may be potentially hostile or violent. May be subject to shift, weekend, and holiday work. May drive a vehicle for home visitation. May operate assigned equipment and machinery. May walk on uneven ground performing home visitation.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this classification shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 27, 1960 (Hospital Attendant II) Revised: May 16, 1963

Revised: June 15, 1964 (Nurses Assistant)
Revised: July 7, 1986
Revised: September 2, 1997 (Nurses Aide & Nurses Assistant)

Reviewed: Spring 2003 Revised: June 15, 2004 Revised: May 30, 2006

Nurses Assistant - Certified (Class No. 004615)

Union Code: HS Variable Entry: Y